

### Principal Place of Business

You must have a site or location in Utah that complies with all local ordinances, including zoning for body shops and business incidental to it. The site must be sufficiently bounded by fence, chain, posts, or otherwise marked to definitely indicate its boundaries. There must be permanent, enclosed building or structure large enough to accommodate the office of the body shop and this office must contain a safe place to keep the books and other records of the business. You must conduct the principal portion of the business from this location and you must also keep the business books and records there. The Principal Place of Business must not share any common area with another body shop or any business or activity not related to motor vehicle commerce.

### Sign

A permanent sign, not less than 24 square feet in size must be either painted on the office, attached to the office with nails or bolts, or placed on posts in the display yard that have been securely anchored in the ground. The sign must fully identify the body shop and show the full name of the body shop as it is licensed and the body shop number assigned to it.

### Bond

Body shops must file with MVED a body shop bond in the amount of \$20,000. Use [Form TC-450](#) for this.

### Photographs

Include photographs of owner, partners or corporate officers.

A picture of the Principal Place of Business and sign.

### Application Form

The Application for Motor Vehicle Business License ( [Form TC-759](#) ) must be properly completed, signed and notarized. Applications, bond, picture of sign, principal place of business and owners, and fees must be submitted for approval to the Motor Vehicle Enforcement Division, 210 North

1950 West, Salt Lake City Utah, 84134. Please allow five to ten working days after the application is received by MVED for on-site inspection of the place of business. The license cannot be issued until after this inspection.

### **Business Name**

All applicants will need to file their trade name with the Department of Commerce, 160 East 300 South, Salt Lake City, Telephone 801-530-4849.